

**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
PHASES FOR ISSUING A LICENSE TO OPERATE A CHILD PLACING AGENCY**

Phase I

- Become familiar with the administrative rules for the type of agency you wish to operate. Administrative Rules for Child Placing Agencies and Family Foster Care are located in North Carolina Administrative Code Chapter 10A, Subchapters 70F, 70G, 70H and 70E. These rules can be accessed at the following web site: <http://www.state.nc.us/dss/licensing/> Click on Child-Placing Agency.
- A license is issued to a specific agency at a specific location, is non-transferable, and remains the property of the Department of Health and Human Services. Therefore a licensed program must be established at a specific location. The administrative office of a child placing agency for foster care and a child placing agency for adoption shall not be located in a private residence that is occupied or a group home that is occupied or a maternity home that is occupied or a crisis pregnancy center or any other similar occupied dwelling, business or facility. In addition, the office must be no more than 150 miles from the most distant client.
- Complete the Inquiry to Operate A Child Placing Agency and mail this form along with the required attachments to The Division of Social Services.
- This information will be reviewed. If the initial criteria are met a consultant is assigned and Phase II begins.

Phase II

- The consultant will provide you with an Application to Operate a Child Placing Agency. During Phase II you must complete the application and submit policies and procedures. Policies and procedures must be thorough and must follow the outline of the application and correspond to each section that is applicable to your agency.
- Upon completion mail the application and the policies and procedures to the consultant.
- The consultant thoroughly reviews the application and policies and procedures for compliance with licensing standards.
- Provide proof of your business structure. Information regarding business structures can be accessed at: <http://www.nccommerce.com/servicenter/blilo/startup/structure.asp>
- Provide proof of non-profit status (if applicable).
- The application, policies, procedures, etc. should be returned to the consultant within six months of beginning Phase II. If more time is needed the applicant will need to contact the consultant. If the consultant has not been contacted within six months of beginning Phase II, the Inquiry and attachments will be purged.

Phase III

- After determining that the agency is in compliance with licensing standards the consultant will visit the agency.

Phase IV

- When all materials and documents have been submitted, reviewed and approved and the consultant has made an on-site visit, a determination will be made regarding licensure. You will receive a letter stating the licensing action being taken. If a license is issued the letter will indicate when you may begin operating a child-placing agency. You will receive a copy of the license.

Time Frames -- The amount of time required in issuing a license is approximately **nine to twelve months** after the applicant submits an application and policies and procedures (Phase II). Time frames will depend upon the following:

- The timeliness and accuracy of the completion of required forms, documents, procedures, etc. by the applicant;
- Achievement of compliance with licensing standards and administrative rules;
- Consultant's site visit;
- Work load of the consultant.